



Xavier University of Louisiana
Center for Intercultural and International Programs
St. Joseph Bldg, Room 312
New Orleans, LA 70125
Phone: (504)-520-5491 Fax: (504)-520-7920

J-1 "Short-Term Scholar" DS-2019 Request Form (maximum 6-month period)

Federal regulations define a "short-term scholar" as a *professor, research scholar, scientist, or a person with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at...post-secondary accredited educational institutions, or similar types of institutions.* 22 CFR 62.4 (b)

Section I

Please fill in the following information about the **J-1 exchange visitor (EV)** you wish to invite to Xavier University of Louisiana:

() male () female		
Name of EV <u>exactly</u> as it appears in visitor's passport (<i>FAMILY NAME, given name</i>)		
City of Birth	Province & Country of Birth	Date of Birth (mm/dd/yy)
Country of Citizenship	Country of Legal Permanent Residence	
Foreign Address of EV (street, city, country, postal code)		Foreign Phone Number
Position in home country (e.g., student, professor)	EV's Email	

Please fill in the following information about the **program** of the EV mentioned above:

Start date of EV's program*	End date of EV's program*
<i>*start date should be the day the EV will begin the program; the EV can enter the U.S. up to 30 days earlier; end date should be last day of the program; the EV can leave the U.S. up to 30 days later. The EV's program may not last longer than six months.</i>	
Program Subject/Field (e.g., Mathematics)	Will the EV fill a permanent (tenure-track) position? O yes O no
Site of Program (e.g., Dobo Hall, Room 1)	

Section II

In order to process this request, the following items must be attached:

- Proof of financial support
- Proof of insurance coverage
- Department invitation letter
- J-1's curriculum vitae

Proof of financial support

To come to the US in J-1 status, exchange visitors must provide proof of financial support showing they have sufficient funds to cover their stay. Documentation of all funding must accompany this request form. Funding may come from a combination of sources, but the total must be at least \$1,000/month for J-1 exchange visitors at to Xavier University of Louisiana. If the visitor is bringing dependents, proof of additional funding (\$500/month for each dependent) is required. If the J-1 will be funded in any way by the University, enter the amount of funding in section A. If the J-1 will receive external funding, name all sources and amount of funding in section B. If applicable, list the EV's personal funds in section C.

<u>Source of Funding</u>	<u>Dollar Amount</u>
(A) <u>University Funds</u> -- including grants paid through payroll	\$ _____

B) Non- University Funding -- include only funds from external sources which will not be processed through university channels (i.e. which pay the EV directly).

<u>External Funding Type (e.g., DAAD Fellowship)</u>	<u>Dollar Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

(C) <u>Personal Funds</u> -- if applicable	\$ _____
--	----------

Proof of insurance coverage

All EVs (and their visa dependents, if any) are required to have health insurance while in J status. to Xavier University of Louisiana has made available an injury and sickness insurance plan for those interested in purchasing health insurance through to Xavier University of Louisiana. If you choose this option, you will need to submit with this application an IDI or a check, made payable to to Xavier University of Louisiana, to cover the cost of the policy. Otherwise, EVs will have to purchase health insurance on their own and must submit a copy of the policy showing they are adequately covered for the duration of the J program before the immigration document (DS-2019) can be issued. At a minimum the insurance package must include the following:

- Medical benefits of at least \$50,000 per person per accident or illness
- Repatriation of remains in the amount of \$7,500
- Medical Evacuation coverage in the amount of \$10,000
- A deductible not to exceed \$500 per accident or illness

Department invitation letter

Departments will need to write a letter (on letterhead) that describes the program in which the EV is participating, specifically, (1) objectives of the visit; (2) dates of visit; (3) site of visit; (4) name and title of to Xavier University of Louisiana faculty who will oversee/supervise the visit; and, (5) terms of financial arrangement, if any

Dependents

If a DS-2019 is needed for a visa dependent, please provide the following for each individual: name, date of birth, city & country of birth, country of citizenship, gender and whether the family member is a spouse or child of the EV along with proof of financial support and insurance coverage.

Name of EV: _____

Section III

Approvals

Individual Requesting DS-2019 (not the exchange visitor):

Name: _____ Title: _____

Signature: _____ Date: _____

Department: _____ Phone: _____ Email: _____

Department Chair's Approval:

Name: _____ Title: _____

Signature: _____ Date: _____

Department: _____ Phone: _____ Email: _____

Dean's Approval:

Name: _____ Title: _____

Signature: _____ Date: _____

Department: _____ Phone: _____ Email: _____

*If you have questions, please contact:
Karen W.Lee,
Associate Director
Center for Intercultural and Internation Program
Phone: 504-520-5491
Email: kwlee@xula.edu*